

# Summer Conference & Academy Host Committee

## Committee Responsibilities

Source: Florida Association of City Clerks committee page (captured February 17, 2026).

### 1) City Treasures for Welcome Bags

- FACC staff will purchase and provide the welcome bags, and the committee solicits items for the bags to include area information and small giveaways. FACC staff will advertise in the Friday Newsletter requesting welcome bag donations.
- Prepare informational pages (local places of interest, restaurants, maps) for attendee welcome bags and fill the bags on site before the conference begins.

### 2) Clerks' Night Out

- Select a venue and coordinate with FACC staff to secure it; the event should pay for itself if possible.
- Work with FACC staff to market the event and include details in the academy announcement; FACC staff accepts/processes registrations.
- Committee members attend/manage the event. Contracts for venues/transportation must be signed by FACC staff (not committee chairs/members). Questions: [facc@flcities.com](mailto:facc@flcities.com).

### 3) Opening Ceremonies

- Arrange/schedule: (a) Honor/Color Guard, (b) National Anthem performer, (c) Welcome Address (typically mayor/top official; limited to 2–4 minutes). Plan early to avoid issues.

### 4) Door Prizes

- Solicit door prize items statewide and from local businesses (no monetary donations; if a business wishes to donate money, provide contact info to FACC staff for sponsorship follow-up).
- Door prizes are brought to the registration desk and collected by FACC staff. Drawings are held at the end of the closing session; attendee names are entered into software by FACC staff for electronic selection (winner must be present).
- Committee members help move prizes to the closing session room and distribute prizes to winners.

### 5) President's Presentation & Welcome Reception

- Order a small cake and cupcakes (typically cupcakes are in to-go containers); ask outgoing FACC President for flavor preference.

### 6) New Member & First-Time Attendee Meetup

- Held in the hotel lobby Monday evening; informal networking (pay-on-your-own meals). Committee members attend at the beginning to ensure everything runs smoothly.